

September 11, 2002

PPL No. 02-013

TO: All Local Governmental Agencies (LGAs)
Targeted Case Management (TCM) Coordinators

SUBJECT: **REVISED PROCEDURE FOR SUBMITTING TCM ANNUAL COST
REPORTS FOR FISCAL YEAR 2002/2003**

Each LGA participating in TCM is required to submit a Cost Report identifying the prior year costs of providing TCM services. The Cost Reports are due by November 1, 2002, per California Code of Regulations, Section 51535.7(a). The Cost Report will establish the TCM encounter rate for FY 2002/2003. TCM Cost Reports with an official postmark, a FedEx date, or a UPS date on or before November 1, 2002, will be accepted.

A separate Cost Report must be submitted to DHS for each program area in which the LGA is participating. The six program areas in the State Plan are Public Health, Outpatient Clinics, Public Guardian, Aging and Adult Services/Linkages, Adult Probation, and Community.

To increase the speed and efficiency of the Cost Report approval process, DHS is implementing new criteria for the Cost Report submittal package. Please implement each of the following instructions when you prepare your Cost Report package:

- Include a cover letter explaining any differences from FY 2001/2002 Cost Report.
- Include a TCM Cost Report Checklist (available online in the TCM Provider Manual, Section 4 located at www.dhs.ca.gov/maa/TCMProviderManual.htm).
- Include a Table of Contents.
- Tab and label each section of the Cost Report.



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www.consumerenergycenter.org/flex/index.html

- Place all corresponding documentation behind appropriate Cost Report worksheets.
- Submit an electronic copy (e-mail) as well as a hard copy of the Cost Report.
- **Optional:** Emphasize figures that are brought forward from supporting documentation into the Cost Report's Worksheets A–D and Schedules using either of the following methods in the supporting documentation:
 1. Color-code important figures and similarly color-code the same figures in the worksheets in which they appear.
 2. Circle important figures and cite next to them which worksheet or schedule, column, and row the figures will appear.

This will make it easier to track numbers and speed the processing of your Cost Report. This process is not required this year but will be required for Cost Reports due November 1, 2003.

Failure to submit a complete Cost Report with all supporting documentation in the requested format will result in:

1. Immediate notice issued to the Coordinator to submit missing documentation within two weeks,
2. Failure to submit all documentation requested by two week deadline will result in an additional one week deadline, and
3. Failure to submit missing documentation by the one week deadline will result in the inability to participate in the program associated with the Cost Report in question.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Local and Schools Services Unit, at (916) 657-0716, or by e-mail at etouhey@dhs.ca.gov.

Sincerely,

Original Signed by P. Morrison

Patricia L. Morrison, Chief
Administrative Claiming Local
and Schools Services Section

cc: See Next Page

All Local Governmental Agencies (LGAs)
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Page 3

cc: Ms. Cathleen Gentry
LGA MAA/TCM Consultant
455 Pine Avenue
Half Moon Bay, CA 94109

Mr. Larry Lee
Accountant
Division of Medicaid
801 I Street, Rm. 210
Sacramento, CA 95814

Ms. Linda Minamoto
Associate Regional Administrator
Centers for Medicare and Medicaid Services
Division of Medicaid, Region IX
75 Hawthorne Street, Fourth Floor
San Francisco, CA 94105-3903